Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

SAIS Requirements
Related to Special Education

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SAIS in general

- Student Detail Database

- Updated through submitted transactions

- Student Detail Reports

- Student Detail Data used for many purposes (Funding, Determining AYP/AZ LEARNS, Annual Measurable Achievement Objectives, ESS Annual Data Collection)

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The SAIS transactions related to SPED

- SPED Service Participation (14)

- Early Childhood Preschool Assessment (24)

- Certain transactions relating to a student's membership in a school (Withdrawal and Year-end Status)

    Note: Enrollment is not mandatory for student participation in SPED.

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Transaction 14
SPED Service Participation

- Reports the fact that a student receives SPED services

- Supplies the data necessary to calculate funding

- Should be submitted any time there are changes to a student's participation status regardless of implications on funding

- Include several elements extracted from fields within the SMS that are not directly related to SPED (i.e., Entity ID, School ID, SAIS ID, etc.)

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Transaction 14 – SPED Service Participation
Specific Transaction Elements

- Need Code
- Need Entry Date
- SPED Service Code
- SPED Service Entry Date
- SPED Service Exit Date
- SPED Exit Reason Code
- SPED Grade
- Funded SPED Service DOR
- SPED Special Enrollment Code
- Federal Primary Need Indicator

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Transaction 24
Early Childhood Preschool Assessment (SPED)

- Identifies the name, date and result of the assessment given to monitor progress and measure outcome indicators for preschool children

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Transaction 24
Specific Transaction Elements

Preschool Assessment Type
- Assessment Date
- Test Score (Raw Score)
  - ➢ Multiple fields available
  - ➢ 1 to 10 test scores, depending on the number of test areas within the assessment given

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Checking Submission Results

SAIS checks data for validity twice…

1. On Import

2. During Integrity Processing

Checking Submission Results

Submission results are found on the Student Detail Data Interchange (SDDI)

- **Status Area** – for Import processing results (File and transaction level messages)

- **Download Area** – for Integrity processing results (Student Integrity Status Report)

Verifying SAIS Data

SAIS data is verified through use of ADE generated Student Detail reports found in the Download Area of SDDI

- **SPED**
  (SDSPED71, SDSPED72–1, SDSPED72–2, SDEC72, SDEC73)

- **Troubleshooting**
  (SDADMS71–1)

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Common Import errors

- SPED Service Participation already exists on SAIS

- Missing required element (e.g., Need Code, Need Entry Date, SPED Service Code, etc.)

- Need Entry Date must be the same as or earlier than SPED Service Entry Date

- SPED Service Participation not found for this operation

- Unallowed SPED Service code, Grade and Need Combination

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New Integrity error for FY 2009

Student records with SPED Exit Reason code {11}, indicating that the student is expelled but still receiving services, must have a subsequent, new SPED Service Participation with service code {H}, indicating that services occur in a homebased/homebound/hospital setting.

If SAIS finds no record of SPED Service Participation with a service code of {H} and an entry date later than the exit date submitted with Exit Reason code {11}, the student's records will fail in both State and Federal SPED Integrity processing.

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Other Federal SPED Integrity errors

- Error – Student participating in SPED service(s) must have one Federal Primary Indicator

- Error – Student must have a SPED Exit Reason and SPED Exit date (Warning in FY08, Error in FY09)

- Error – Student's SPED Exit Reason is not allowed with the regular membership's year end or withdrawal status (Warning in FY08, Error in FY09)

SDSPED72-1 SPED by DOA Report
SDSPED72-2 SPED by DOR Report

District/Charter Holder Level

List all relevant data that currently resides in SAIS pertaining to each student's special education needs and program participation.

72-1 – All students who participate in SPED at a school within the district or charter.

72-2 – All SPED students who are tuitioned-out or who participate in Head Start.

XML and Simple Text formats only.

SDEC72 Early Childhood Assessment Report

District and School Level

Identifies students whose current SAIS data indicates that they have had a Preschool Assessment.

The report will list all assessment results for each individual student.

Displays data collected in Early Childhood Preschool Assessment Transaction (24).

SDEC73 Early Childhood Assessment Search Report

Individual student accessed at the school or district level

Requires SAIS ID

The report will list any and all assessment results for an individual student crossing fiscal years if applicable.

The requesting school/district must have a valid membership for any student for whom it performs an assessment search.

State Aid for Special Education

State Aid for SPED is based on three factors:

- SPED Service Code (Add-on weight may differ depending on whether the service is delivered in a self-contained or resource setting)
- Add-on weight (Differs by disability)
- Service participation dates

SPED Add-on Weights and Service Codes

MDSSI	7.947
OI (SC)	6.773
MD, A, SMR (R)	6.024
MD, A, SMR (SC)	5.833
EDP	4.822
VI	4.806
HI	4.771
MOMR	4.421
PSD	3.595
OI (R)	3.158
ED, MIMR, SLD, SLI, OHI	0.003

SPED Service Participation Dates

SEPT	8th	14th	21st	28th
OCT	8th	14th	21st	28th
NOV	8th	14th	21st	28th
DEC	8th	14th	21st	28th
JAN	8th	14th	21st	28th

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State Aid Example for SPED

- Student's highest weighted Need is SMR and he/she is serviced in a self-contained setting

- Add-on weight is 5.833

- Student participates in SPED on each of the 20 service participation dates

- State Aid is determined by multiplying the base level amount ($3291.42*) by the add-on weight (5.833)

* *Base level amount stated without consideration to district/charter size, isolation of district, or Teacher Experience Index (TEI)*

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ADE Data Processing Timelines

State Aid

- Paid on the 15th day of each month (except August and November for districts and district sponsored charter schools)

- Based on the data in SAIS on the last ADE business day of the preceding month (Beginning in December for SPED)

Federal Funding

- Based on the data in SAIS on the last day of the fiscal year

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To ensure proper funding…

- Establish a routine to validate that the raw data that resides in SAIS is complete, accurate and free of integrity errors on the last ADE business day of every month and on the last day of the fiscal year (usually June 30).

- Do so by examining applicable ADE generated Student Detail reports in time to submit any necessary corrections and verify that the data are corrected in SAIS.

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Federal SPED Census

Submit Verification Letter to ESS by November 14

Reconcile SAIS data for all SPED students who were receiving services on October 1. Use the SPED Student Detail and SPED07 reports.

Data must be reconciled in SAIS by December 12 so the total count submitted on the Verification Letter matches the total count on the SPED07

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SPED07 Report

- Post-Integrity data extracted from SAIS

- Unduplicated count of SPED students receiving services on October 1, based on Federal Primary Need Indicator

- Manually updated by ESS personnel

- SPED07 must reconcile with Verification Letter by December 12, 2008

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SAIS Online

- Found under the ADE Common Logon
- Used to report student information directly to the SAIS Student Detail Database – no file creation or uploads
- Used most often to report data for SPED students tuitioned-out to approved private schools or Head Start

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Using SAIS Online

- *User's Guide for SAIS Online*:

  http://www.ade.az.gov/schoolfinance/STaR/
- Contains sections detailing most uses of SAIS Online with step-by-step instructions for adding, changing, and deleting information
- Includes screen shots and business rules

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